

End of Year Steps

Items for States to Review Before Submitting SRS Reports

- Check data for reasonableness: Review reports from counties to assure that all parts were exported and data are reasonable. Counts for youth in profile reports should match the counts in the delivery mode reports. There should not be more diet recall reports for graduated homemakers than the number of adults who completed the program. Make sure that the Interagency Cooperation report is for the correct fiscal year.

Refer to the End of Year Steps in ERS Volume 3 for specific areas that frequently cause problems in data quality, such as the Distribution of lessons taught, and the numbers of hours worked by staff and volunteers.

- Prepare reports and exports: When you are ready to export your files, you will be given the option of printing the reports also. Please note that just because a file is being exported does not mean the file will automatically be printed. You will have to select the option to print each of the reports or specific ones. With the addition of subgroups, these reports will become quite lengthy. Carefully consider whether or not you want to print all reports.
- Start new reporting period: If you go into System Administration from your main menu into Start New Reporting Period, you will see where you have the option to change reporting periods and create new data and table databases. Please make sure the correct reporting period is represented for your report. If it is not, the federal level software will NOT import the data.